

# INSTRUCTION SHEET

The following tools are provided in this manual to assist with policy review:

## **Table of Contents**

The new classification system flows logically. Policies have a two-number sequence (example: B.3.1). Exhibits and Forms, which always flow from a policy or a procedure, will be indicated with "Ex" or "F" in the numbering (example: B.3.1.Ex).

## **Policy Conversion Chart**

This is a cross reference listing all existing local policies, regulations and exhibits, and the corresponding new policy section:

## **TACC Legal Reference List**

TASB (Texas Association of School Boards) legal "policies" are provided to help keep school districts and community colleges informed about changes in law resulting from new legislation or court decisions. Legal policies are not adopted by the Alamo Colleges Board, but have historically been accepted by the Board for inclusion in the policy manual as a general guide to laws that may be applicable to community college districts (some apply only to school districts).

Although the Board does not want to include these legal policies in the new policy manual, they want to provide policy users with applicable legal references for policies and procedures. The Texas Association of Community Colleges (TACC) maintains an online Legal Policy Reference Manual which will serve this purpose because it is identical to the TASB legal policies. At the end of each policy any applicable legal policy is referenced. The "TASB Legal Reference List" is a cross reference showing where, in the new policy sections, a legal policy is referenced.

## **DRAFT POLICIES AND PROCEDURES**

Each policy section of the review manual includes:

1. A summary sheet.
2. A new policy and related new procedures, exhibits, and forms, if applicable.  
Relevant provisions are bracketed and labeled with the section of the current policy from which they are taken. Shaded areas are taken directly from the current policy (after any updates marked in the current policy), and non-shaded areas are new language.
3. Current policies, regulations and exhibits that are moved to the new policy section.  
Provisions are bracketed and cross referenced to the new policy, procedure, exhibit or form. The current document is marked to show any proposed updates before being moved to the new policy/procedure/exhibit/form (additions are underlined and deletions are shown in strike-through font).